



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

## **TENDER DOCUMENTS**

**FOR**

## **PROCUREMENT OF SPLIT AIR CONDITIONERS**

Prepared By: **Human Resources & Admin Department**  
**State Life Insurance Corporation of Pakistan,**  
**4<sup>th</sup> floor State Life Building G.T Road Gujrat**  
**Phone: 053-9260250**  
**Date: 20-08-2025**

**Zonal Office, State Life Building G.T Road Gujrat**



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## BID INVITATION OF TENDER NO.HR&A/GRT/01/2025

The State Life Insurance Corporation of Pakistan, Gujrat Zone invites Bids through E-PADS for procurement of Supply Split Air Conditioners as per following from reputed Firms/Vendors/Suppliers who are registered with Sales/Income Tax Department and have their own offices and phone numbers.

| Description  | Bid Security  | Quantity | Closing Date & Time for Submission of Tender | Opening Date & Time Bid Security |
|--|---|----------|--|----------------------------------|
| Supply of Split Air Conditioners with installation | Security amount must be deposited equal to 5% of the total value of the Tender cost by the bidders. | 27 units | 23-09-2025<br>11:00 AM                       | 23-09-2025<br>11: 30 AM          |

2. The **Single Stage-Single Envelope** method as provided in PPRA rules 2004 shall be adopted for said procurement. The bids will be opened online as per above mentioned schedule. The bidders' Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. **The bid (s) submitted other than E-PADS will not be entertained.**

3. The Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Gujrat Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must reach on below mentioned address before the closing date/time of the tender.

3. The State Life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).

4. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website [www.statelife.com.pk](http://www.statelife.com.pk) & [www.eprocure.gov.pk](http://www.eprocure.gov.pk).

5. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned official Mr. Zafar Mehmood Mirza, Assistant Superintendent (HR& Admin), 4<sup>th</sup> floor State Life Building G.T Road Gujrat or call on Phone. No. **053-9260250** during office hours.

  
 (Wajid Hussain Cheema)

Asstt Manager/Incharge (HR& Admin)/Secretary,  
 Zonal Procurement Committee (ZPC),

**Zonal Office, State Life Building G.T Road Gujrat**



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(053) 9260240-53



## TERMS AND CONDITIONERS

1. The procurement method as provided in Public Procurement Rule 36(a) will be adopted for the tender.
2. The intending bidders are requested to read & understand the terms and conditions of the tender carefully before up-loading the same on E-Pads..
3. The intending Bidders may submit their bids through PPRA E-PADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
4. The Tender will be opened on line in the office of In-charge (HR& Admin/Secretary ZPC) Zonal Office, 4<sup>th</sup> floor State Life, Building G.T Road Gujrat in the presence of the Vendors or their representatives who wish to be present as per given schedule.
5. The absence of any bidder or his representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their Representative shall be required to sign on attendance sheet.
6. The bidders shall not be permitted to withdraw their offer or modify the terms and conditions there of. In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, the Bid Security shall be forfeited in the favor of State Life.
7. The Bid Security must drawn in favor of **“State Life Insurance Corporation of Pakistan”** which will be returned immediately after the completion of tendering process to the unsuccessful bidders. However, successful Bidder shall return earnest money after satisfactory completion of the job.
8. The bid validity must be for at least (90) days from the opening date of the tender.
9. The Bidder must submit the photocopy of National Identity Card of their Proprietor on E-PADS.
10. A penalty Rs.2000/- each day will be imposed for late supply & installation of the equipment after the specified delivery schedule.
11. **The procuring agency reserves the right to increase or decrease the quantities of Air Conditioners due to any reason.**
12. The incomplete bids or conditional bid will be rejected.
13. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the Bids will be opened on next working date on same time.
14. If any Bid found against the terms and conditions of Tender, same will be rejected.





### SPECIAL CONDITIONS

1. Sales Tax Registration Certificate FBR must be attached with tender.
2. Certificate of National Tax Number.
3. Proof be in Active Tax Payer.
4. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
5. All rates must be quoted with applicable Taxes.
6. Only those Firms/Vendors/Supplier may participate in tender who fulfill terms & conditions of the tender.
7. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
8. No Advance payment will be admissible; the whole payment will be made after completion of the job successfully.
9. No separate transportation and Installation Charges will be admissible separately.
10. All mandatory requirements must be fulfilled to become eligible as responsive Bidder.
11. The most advantageous Bid who meet the tender Terms/Conditions & economical will be accepted.
12. The rates of Split Air Conditioners i.e. 1 ton & 1.5 ton and 2 ton shall be considered as whole.
13. Payment will be admissible as per actual utilization of Extra Pipe/Electric Cable if used.
14. Maintenance period 6 month after the completion of job.
15. Site Visit is Mandatory.



**BILL OF QUANTITY (BOQ)**  
**DETAIL OF REQUIRED SPLIT AIR CONDITIONERS, FOR GUJRAT ZONE**

|   | NAME OF ITEM  | QTY | Cost Per Unit With GST | Total Cost With GST |
|---|---|-----|------------------------|---------------------|
| 1 | SUPPLY, INSTALLATION AND TESTING & COMMISSIONING OF SPLIT-TYPE Full <u>DC Inverter</u> (Heat & Cool) Capacity <b>1 Ton, 15000 BTUs per hour</b> • With Connecting Kit Copper • With Installation, Gold or Blue Fins, Color White, Wi-Fi Enabled, Long 4 D air Throw, 100% pure Copper, Power Gear Control, Stable Cooling at High Temperature T3-Compressor must be with Double Piston & Double condenser bigger outdoor<br><br><b>Warranty:</b> Compressor must have Ten Years while Electronic parts have One year, Japanese PCB Kit 5 Years & Three Evaporator warranty. OR EQUIVALENT.    | 08  |                        |                     |
| 2 | SUPPLY, INSTALLATION AND TESTING & COMMISSIONING OF SPLIT-TYPE Full <u>DC Inverter</u> (Heat & Cool) Capacity <b>1.5 Ton, 19000 BTUs per hour</b> • With Connecting Kit Copper • With Installation, Gold or Blue Fins, Color White, Wi-Fi Enabled, Long 4 D air Throw, 100% pure Copper, Power Gear Control, Stable Cooling at High Temperature T3-Compressor must be with Double Piston & Double condenser bigger outdoor.<br><br><b>Warranty:</b> Compressor must have Ten Years while Electronic parts have One year, Japanese PCB Kit 5 Years & Three Evaporator warranty. OR EQUIVALENT. | 13  |                        |                     |
| 3 | SUPPLY, INSTALLATION AND TESTING & COMMISSIONING OF SPLIT-TYPE Full <u>DC Inverter</u> (Heat & Cool) Capacity <b>2 Ton, 24000 BTUs per hour</b> • With Connecting Kit Copper • With Installation, Gold or Blue Fins, Color White, Wi-Fi Enabled, Long 4 D air Throw, 100% pure Copper, Power Gear Control, Stable Cooling at High Temperature T3-Compressor must be with Double Piston & Double condenser bigger outdoor.<br><br><b>Warranty:</b> Compressor must have Ten Years while Electronic parts have One year, Japanese PCB Kit 5 Years & Three Evaporator warranty. OR EQUIVALENT.   | 06  |                        |                     |
| 4 | <b><u>Extra Piping &amp; Electric Cable:</u></b><br><br>Extra copper refrigerant Piping with installation, taping, conducive wiring, refrigerant etc complete in all respect. Make: Trox (Korea), Mueller (USA) (100 Rft) or equivalent.  |     |                        |                     |

\_\_\_\_\_  
(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. \_\_\_\_\_

Dated: \_\_\_\_\_ Seal: \_\_\_\_\_



### Mandatory Requirements for Responsive Bid

| S. No | Description of Mandatory Requirement  | Yes | No |
|-------|---|-----|----|
| 1     | Draft of Earnest Money (Separate Envelope).   |     |    |
| 2     | Company/Firm Established/ Registered, Corporate status for more than Five years.  |     |    |
| 3     | <b><u>GST and NTN Registration Certificate.</u></b><br><u>Active Taxpayer List (ATL) of FBR</u><br>Status as "Active" in I.T and Compliance Level is 100% in GST.   |     |    |
| 4     | <b><u>Proof of Non-Blacklisting:</u></b><br>Submission of Affidavit on Rs. 100 Stamp Paper (duly attested from notary public) that the company is not neither blacklisted by any Govt. Department and public sector client. |     |    |
| 5     | <b><u>Warranty:</u></b><br>One year (01) Brand/Manufacturer.  |     |    |
| 6     | <b><u>Professional Experience:</u></b><br>Proof of 05 Years' experience.  |     |    |
| 7     | <b><u>Bid Security:</u></b> Security amount must be deposited equal to 5% of the total value of the Tender cost by the bidders. <u>(Return able)</u>  |     |    |

Authorized Signature of Company Official with Seal.

For & on behalf of M/S. \_\_\_\_\_

Dated: \_\_\_\_\_ Seal: \_\_\_\_\_



## FORM OF BID

**Wajid Hussain Cheema**

Secretary (ZPC),  
State Life Building  
4<sup>th</sup> floor G.T Road  
Gujrat.

Dear Sir,

Tender Reference No: HR&A/GRT/01/2025.

Nature of Tender: Procurement of Split Air Conditioners.

Having examined the Bidding Documents, for the hiring of Services for Procurement of Split Air Conditioners, we the undersigned, being a company/vendor doing business under the name \_\_\_\_\_ of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job .

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. \_\_\_\_\_ drawn in favor "State life"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and or behalf of \_\_\_\_\_.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_





Name of Vendor/ Firm \_\_\_\_\_

Registered Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Official  
(Who will represent vendor/  
Firm on the day of tender  
opening) \_\_\_\_\_

NTN No. \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Vendor/ Firm rep Signature \_\_\_\_\_

CNIC No. \_\_\_\_\_

Seal Of Firm \_\_\_\_\_

**Signature of the Authorized Signatory**

**Designation:**  
**(Office seal of the Bidder)**



## **UNDERTAKING**

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department and public Sector client.

Signature of the Authorized Signatory

Designation:  
(Office seal of the Bidder)

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

**THE END**

